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TAB A

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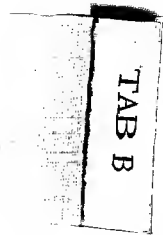
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DD/S 61-1858

31 May 1961

25X1A MEMORANDUM FOR: [REDACTED]

Chief, Records Management Staff

SUBJECT : Transfer of Agency Records Management Function to the
Immediate Office of the Deputy Director (Support)

REFERENCE : Headquarters Notice [REDACTED]

25X1A

1. Effective 1 June 1961 the Agency's records management function is assigned to the immediate Office of the Deputy Director (Support).

25X1A 2. By this memorandum you are designated the CIA Records Administration Officer. As a member of my immediate staff you will continue to have the responsibility for providing Agency-wide leadership and guidance in the administration of our Records Program and will supervise the work of the Records Center. Although our Records Program will be continued generally as presently set forth in Headquarters Regulation [REDACTED] it is my desire that much greater emphasis be given to decentralizing the work involved in administering the Program. It is my belief that a substantial part of our effort has been devoted to performing work for the several Agency components which they can, with proper training, do more efficiently for themselves. In fact, insofar as the disposition of records is concerned it seems to me that they alone can properly make the necessary judgments.

3. When our Program was new, it was appropriate that we render extensive assistance in order to standardize procedures, get the Program moving, etc. However, after approximately ten years of operation I believe that the components are now fully prepared to carry on with a minimum of assistance. We should, therefore, change our emphasis from one of doing an extensive amount of work for the several components to one of ensuring that they know how to do the work for themselves in a way that standardizes and systematizes the Agency's records, filing, forms, reports, etc., to the maximum.

25X1A 4. I know that you have several projects now in progress. These should be completed, and I understand it is reasonable to expect that they can be finalized within the next sixty to ninety days. Thereafter I believe that our present Headquarters Staff can be reduced from [REDACTED] and I will expect you to work out an orderly plan to accomplish this as rapidly as possible.

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5. We should also revise Headquarters Regulation [] with a view to plac- 25X1A
ing more emphasis on the decentralization of records administration and spelling out
in clear and well-defined language the delineation of responsibilities and duties that
you as the CIA Records Administration Officer will perform on the one hand and Agency 25X1A
Component records administration officers will perform on the other.

[]
L. K. White
Deputy Director
(Support)

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DD/S 61-1359

31 May 1961

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)

SUBJECT : Agency Records Administration Program

25X1A

25X1A 1. I am forwarding herewith a copy of my memorandum to []
[] designating him as the CIA Records Administration Officer and
changing the emphasis in our Records Program.

2. Since we are reducing the number of personnel assigned to records activities, we will not in the future be able to take on as many work assignments for you as we have in the past. We will continue to furnish staff assistance and guidance in administering the Agency Records Program but will expect Agency components to perform most of the actual work. I believe that this is not only a proper division of responsibility but will eventually result in a more economical and effective program.

15/
L. K. White
Deputy Director
(Support)

1 att:

25X1A Memo dtd 31 May 61 to [] C/RMS;
subj: "Transfer of Agency Records Management
Function to the Immediate Office of the Deputy
Director (Support)."

25X1A cc []

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TAB C

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RECORDS AND CORRESPONDENCE

25X1A

SECTION I: RECORDS

1. RECORDS ADMINISTRATION. This paragraph provides for a continuing Agency Records Administration Program to control and improve records from their creation or receipt to their disposition, and prescribes policies and responsibilities for effectively carrying out the program.

- a. **RECORD MATERIAL DEFINED.** For the purpose of this paragraph, record material is defined as: all books, papers, maps, photographs, films, recordings, or other documents and material regardless of physical form or characteristics, created or received by any part of the Central Intelligence Agency pursuant to Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by CIA or its legitimate predecessor or successor organizations as evidence of the organization, functions, policies, personnel, decisions, procedures, financial or legal transactions, operations, or other activities or because of the informational value of data contained therein. "Records" and "record material" may be used interchangeably.
- b. **RECORDS ADMINISTRATION PROGRAM.** The Records Administration Program consists of the elements listed and described below:
- (1) Reports Administration — The analysis, improvement, and control of administrative reporting.
 - (2) Correspondence Administration — The application of improved standards and procedures for preparing and handling correspondence.
 - (3) Forms Administration — The analysis, design, and control of forms.
 - (4) Records Maintenance — The establishment of standard procedures, systems, equipment, and supplies for records maintenance.
 - (5) Records Disposition — The economical and systematic disposition of Agency records including their preservation, retention, transfer, protection, and disposal according to approved schedules.
 - (6) Vital Records Administration — The timely selection of vital records and their prompt transfer to and secure maintenance in a designated Agency repository. Vital records are records which are essential to the continued operation of the Agency in an emergency, and which, if destroyed, would constitute a serious or irreplaceable loss.
- c. **POLICIES.** The Agency Records Administration Program shall be administered on a decentralized basis through programs governed by the following policies:
- (1) Records shall be made and preserved to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. Such records shall be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities.
 - (2) Measures shall be taken to ensure that essential records are created and maintained by the most efficient and economical methods.
 - (3) Measures shall be taken to ensure that nonessential records, reports, and forms are not created.
 - (4) Vital records shall be identified in schedules and currently deposited in a designated Agency repository.

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RECORDS AND CORRESPONDENCE

- (5) The Agency Records Center shall be a facility for storing, processing, and servicing retired Agency records, and will serve as an Agency archival facility. The Records Center shall be compartmented and controlled in such a manner that the defense classification or sensitivity requirements of the office transmitting the records are honored.
- (6) Records control schedules shall be developed to identify and preserve records of permanent value, and to provide the basis for periodic removal of noncurrent records from office space and filing equipment to more economical storage, and destruction of records of temporary value. These schedules shall be maintained in a current status.

d. RESPONSIBILITIES

- (1) **THE CIA RECORDS ADMINISTRATION OFFICER.** The CIA Records Administration Officer shall:
 - (a) Furnish staff guidance, assistance, and coordination of the Agency Records Administration Program.
 - (b) Provide forms analysis, design, and reference services; approve new or revised forms; and ensure that appropriate coordination of new and revised forms is effected.
 - (c) Review and approve records control schedules, vital records schedules, and requests for equipment and supplies to the extent necessary to assure compliance with Records Administration Program requirements.
 - (d) Direct the activities of the Records Center.
 - (e) Maintain Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations on records administration matters.
 - (f) Review the Records Administration Programs established in the various Operating Offices.
 - (g) Promote the Records Administration Program through training and publicity.
 - (h) Develop and maintain a system of managing administrative reports.
 - (i) Conduct research on records techniques and procedures to improve and promote efficient paperwork management practices.
- (2) **THE EXECUTIVE DIRECTOR-COMPTROLLER, DEPUTY DIRECTORS, AND HEADS OF INDEPENDENT OFFICES.*** The Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices shall:
 - (a) Establish, direct, and maintain for their respective jurisdictions Records Administration Programs consisting of the elements outlined in subparagraph b above.
 - (b) Maintain liaison with other offices of the Agency, as required, in the performance of their records administration responsibilities.
 - (c) Designate an individual who will be responsible for the development and administration of the Records Administration Programs under their respective jurisdictions.

2-4. Reserved.

*The Inspector General and the General Counsel.